



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

STOREKEEPER I	Class No. 002660
STOREKEEPER II	Class No. 002658
STOREKEEPER III	Class No. 002655

■ CLASSIFICATION PURPOSE

To order, receive, store, issue, and deliver a variety of materials, supplies, and equipment for departmental/divisional use: and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class series are allocated to departments with storerooms and warehouses supplying a variety of materials, supplies, and equipment.

Storekeeper I:

This is the journey or advanced journey level class of the series. Storekeeper I's work independently in medium to large departmental storerooms supplying primarily office supplies, forms, equipment, and furniture or assist higher level storekeepers in warehouses supplying a wide variety of materials, supplies, and equipment (e.g., office supplies, tools, heavy construction equipment, fuel). Selected positions may provide lead or first-line supervision over subordinate Stock Clerks or support staff in a storeroom operation.

Storekeeper II:

This is the first-line supervisor responsible for the storeroom operation of a large department or division. Positions report to either administrative or clerical managers and supervise subordinate Storekeeper I's, Stock Clerks and/or clerical staff in a large scale storeroom(s).

Storekeeper III:

This is the first-line supervisor responsible for the warehouse operation of a department. Positions report to administrative managers, and supervise subordinate Storekeeper I's or other support staff in a large warehouse facility that houses a wide variety of materials, supplies, and equipment (e.g., office supplies, tools, facility maintenance/heavy equipment, and fuel).

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Storekeeper I

Essential Functions:

1. Receives supplies and equipment and checks receipts against purchase orders to ensure the accuracy and completeness of the quality and specifications of ordered items.
2. Collects item specifications and prepares requisition forms.
3. Researches requested items from vendor's technical catalogues.
4. Selects appropriate quality/quantity of items according to specifications.
5. Operates a forklift and other material-handling equipment to store, pull, move, and stage items awaiting distribution.
6. Issues items for delivery by preparing supplies for mailing or shipment.
7. Delivers items to designated delivery points.

8. Arranges for the disposal or transfer of non-essential or unusable items; monitors and updates the status of items and maintains departmental inventory control of items by performing periodic physical inventories.
9. Maintains records, files, ledgers, stock record cards, indices, reports of stock received and issued.
10. Cleans and performs minor repairs to items, or orders repair services for damaged items.
11. Maintains the cleanliness and order of the storeroom.
12. Answers phone inquiries on item status, price, and description.
13. Disassembles shelves, racks, and other storage areas as needed; and performs clerical duties as assigned.
14. May plan, direct, coordinate, assign, train, and evaluate the work of subordinate Stock Clerks or storeroom support staff.
15. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Storekeeper II/III

Essential Functions:

All the duties listed above and

1. Plans, directs, coordinates, schedules, assigns, trains, and evaluates the work of subordinate Storekeepers, Stock Clerks, clerical staff, or other storeroom support staff in the receiving, storing, issuing, delivering, and disposing of materials, supplies and equipment.
2. Maintains budget control on all supplies, equipment, and fixed assets.
3. Plans the layout of storage and office areas.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Storekeeping methods and procedures including ordering, receiving, storing, issuing, delivering, and disposing supplies and equipment.
- Inventory control and record keeping practices and methods.
- Storeroom safety practices.
- Basic arithmetic (i.e., addition, subtraction, multiplication, and division).
- Supervision and training principles and techniques.
- Warehousing methods and procedures applicable to a wide variety of materials, supplies, and heavy equipment.
- Telephone, office, online etiquette.
- County customer service objectives and strategies.

Storekeeper II and III:

- Warehousing methods and procedures applicable to a wide variety of materials, supplies, and heavy equipment.
- Electronic data processing or automated material management procedures and practices.

Skills and Abilities to:

The following apply to all classes:

- Order, receive, store, issue, and deliver office supplies, equipment, and furniture.
- Operate a forklift and materials-handling equipment to store, pull, move, and stage a variety of materials, supplies, and equipment.
- Assign and train the work of subordinate storeroom staff.
- Prepare, review, and process requisitions, purchase orders, and other required forms.
- Maintain inventory control of storeroom items.
- Maintain accurate records, files, logs, journals, and indices.
- Accurately identify stored items by description, price, and use.
- Establish and maintain maximum/minimum stock criteria.
- Maintain an efficient storage layout of a storeroom(s).
- Operate standard office equipment (including computer terminal, calculator and photocopier).

- Read, understand, and follow oral and written instructions and established storeroom procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with departmental staff and vendors.
- Perform basic arithmetic computations.
- Plan, direct, coordinate, schedule, assign, train, and evaluate the work of subordinate storeroom staff.
- Design, organize, and maintain the efficient storage layout of a storeroom.
- Maintain budget control on all storeroom supplies, equipment, and fixed assets.
- Research requested items from vendor's technical catalogues and select appropriate items.
- Prepare special and periodic reports.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information, analyze and project consequences of decisions and/or recommendations.

Storekeeper III: (in addition to the above):

- Plan, direct, and coordinate the operation of a large warehouse supplying a wide variety of materials and equipment.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Storekeeper I:

1. Two (2) years of storekeeping/warehousing experience consisting of ordering, receiving, storing, and issuing a wide variety of supplies, materials, and equipment; OR,
2. Eighteen (18) months of experience as a Stock Clerk with the County of San Diego.

Storekeeper II:

1. Three (3) years of storekeeping/warehousing experience consisting of ordering, receiving, storing, and issuing a wide variety of supplies, materials, and equipment. At least one year of which must have been at a full supervisory level; OR,
2. One (1) year of experience as a Storekeeper I with the County of San Diego.

Storekeeper III:

1. Four (4) years of storekeeping/warehousing experience consisting of ordering, receiving, storing, and issuing a wide variety of supplies, materials, and equipment. At least one (1) year of which must have been at a full supervisory level; OR,
2. One (1) year of experience as a Storekeeper II with the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Continual: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of objects weighing up to 50 pounds and occasionally up to 70 pounds with assistance.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

Certification/Registration

Positions in this class series require the possession of a valid Certified Forklift Operator's License within thirty (30) days after appointment

Working Conditions

Storeroom/warehouse environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: May 3, 1963 (Storekeeper I)
May 24, 1964 (Storekeeper II)
January 26, 1979 (Storekeeper III)
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